

Budget Detail Instructions

SPREADSHEET INFORMATION

Budget information must be submitted using the spreadsheet template provided on the budget tab.

The spreadsheet template is arranged as follows:

- The first worksheet, Total Proposal Budget, is pre-formatted to sum the entries from all subsequent worksheets and will auto-sum and auto-fill. Do not manually enter information on this worksheet.
- The second worksheet, Budget Detail Principal Investigator (PI) Institution, must be completed by the PI institution.
- The third and all subsequent worksheets apply to any other institutions requesting or contributing funds to the proposal.

All cells containing formulas are locked and cannot be changed.

Proposals must include a budget narrative at the bottom of each worksheet. Budget narratives should include the following information:

- Explanation of each budget category
- Explanation of planned science delivery activities and how much of the budget will be focused on these activities.

The spreadsheet must be attached as Attachment 3 as an Excel document on the budget tab (.xls or .xlsx files are accepted).

ADDITIONAL BUDGET DATABASE INFORMATION

You must also input budget summary numbers into the JFSP database on the budget tab.

Proposals cannot be submitted without completing these required fields. Do not forget to hit the save button at the bottom of the page.

The JFSP now requires that both a budget contact and a grants and agreements contact from the institution that is receiving funds from JFSP be identified on the contact tab. They must have a profile to be entered as a contact. These contacts must be willing to facilitate the funding of proposals and execute sub-agreements if a proposal is selected for funding.

Budgets must be reviewed by your budget contact(s) to ensure all costs have been included and the budget is correct. JFSP will not provide additional funds to cover errors discovered after the proposal submission deadline.

If you have questions or issues completing the spreadsheet, or other budget related concerns, contact Becky Jenison in the program office by email at Becky_Jenison@blm.gov or phone 208-387-5958.